

27 AUG 1969

DD / H REGISTRY
FILE *Training* 3

**The Honorable Robert E. Hampton, Chairman
United States Civil Service Commission
1900 E Street N. W.
Washington, D. C. 20415**

Dear Mr. Hampton:

In a memorandum dated 17 May 1968, Mr. Macy requested we designate an Agency official with whom matters concerning selection criteria, curriculum plans and funding of the Federal Executive Institute could be discussed. Mr. John Richardson was designated as the Agency representative.

Mr. Richardson has now been reassigned and Mr. Hugh T. Cunningham, Director of Training, is nominated as his successor. Mr. Robert S. Wattles, Director of Personnel, is nominated as the alternate representative.

Sincerely,

SIGNED R. L. Bannerman

**R. L. Bannerman
Deputy Director
for Support**

DD/S:RLB:dlk (25 Aug 69)

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Distribution:

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1 - DD/S Subject w/background (DD/S 68-2821)

1 - DD/S Chrono

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

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United States Civil Service Commission
1900 E Street N.W.
Washington D. C. 20415

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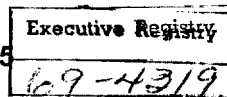
Sincerely,

R. L. Bannerman
Deputy Director
for Support

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110030-5

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110030-5



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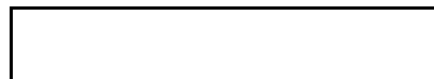
25 AUG 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Federal Executive Institute

1. At the request of the Civil Service Commission for an Agency representative, we nominated John Richardson as the contact point for various matters relating to the Federal Executive Institute. I propose to nominate Hugh T. Cunningham as the Agency representative and to designate Robert S. Wattles as the alternate representative. Wattles, through his membership on the Inter-agency Advisory Group, is becoming increasingly involved in such matters pertaining to the Federal Executive Institute. Both Cunningham and Wattles will coordinate on their respective interests.

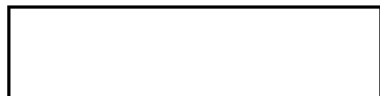
2. Your concurrence in these designations is requested.



R. L. Bannerman
Deputy Director
for Support

STAT

CONCUR:



L. K. White
Executive Director-Comptroller

27 Aug 69
Date

STAT

68-2247

4 JUN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Federal Executive Institute

1. This memorandum is for your information.
2. In his memorandum dated 17 May 1968 Mr. Macy requested the Heads of agencies to designate an official with whom there could be discussions on the selection criteria, procedures for attendance, curriculum plans, and funding of the Federal Executive Institute. He designated Mr. James R. Beck, Jr., as Civil Service Commission Project Coordinator.
3. As you suggested, John Richardson called Mr. Beck to say that he would be the Agency representative.

SIGNED R. L. BANNERMAN

R. L. Bannerman
Deputy Director
for Support

EO-DD/S:VRT:es (4 June 68)

Distribution:

Orig - Adse

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1 - DD/S Subject w/background (DD/S 68-2652)

1 - DD/S Chrono

(EXECUTIVE DIRECTOR FILE F-4)

68-229471



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. 20415

17 MAY 1968

MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES

Subject: Federal Executive Institute

In his memorandum of May 9, President Johnson announced the establishment of the Federal Executive Institute as an advanced study center for upper echelon executives. I want to move rapidly to carry out the plan for the Institute as described in the President's announcement. In so doing, I look forward to working with you to assure its successful operation.

It would assist the Commission in the development of the Institute's program if you would designate an official in your organization with whom there can be discussions on the selection criteria and procedure for attendance, curriculum plans and funding.

I have designated James R. Beck, Jr. to act as project coordinator. Mr. Beck can be reached by telephone on Code 183-38730.

John W. Macy Jr.
John W. Macy Jr.
Chairman

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Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110030-5

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DD/S 69-3951

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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

CONCUR:

LS/
L. K. White
Executive Director-Comptroller

27 AUG 1969
Date

DD/S:RLB:dlk (25 Aug 69)

Distribution:

Orig - Adse (to be returned to DD/S)

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Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110030-5

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110030-5

DD/S 68-2821

Executive Registry
68-2294/2

4 JUN 1968

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2. In his memorandum dated 17 May 1968 Mr. Macy requested the Heads of agencies to designate an official with whom there could be discussions on the selection criteria, procedures for attendance, curriculum plans, and funding of the Federal Executive Institute. He designated Mr. James R. Beck, Jr., as Civil Service Commission Project Coordinator.
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FORWARDED R. L. BANNERMAN

R. L. Bannerman
Deputy Director
for Support

EO-DD/S:VRT:es (4 June 68)

Distribution:

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1 - DD/S Subject w/background (DD/S 68-2652)

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	The Director			W	
2	DDCI				
3	Ex. Dir.		5/23	W	
4	DD/S				
5	Director of Training				
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <i>I suggest that Jacko be an designer and that he so advise Mr. Beck by telephone</i>					
<div style="border: 1px solid black; width: 200px; height: 40px; margin-left: auto;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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FORM NO. 1-67

237

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68-229471

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. 20415

CHAIRMAN

17 MAY 1968

MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES

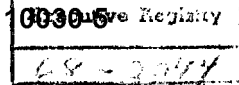
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I have designated James R. Beck, Jr. to act as project coordinator. Mr. Beck can be reached by telephone on Code 183-38730.

John W. Macy Jr.
John W. Macy Jr.
Chairman



THE WHITE HOUSE

WASHINGTON

May 9, 1968

MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Federal Executive Institute

The critical importance of our Federal programs demands the highest level of talent in our career leadership. To increase the capacity of top civil service executives and professionals, I directed Civil Service Commission Chairman John Macy last year to take steps to establish an advanced study center. Today I have approved and announced the creation of such a center to be known as the Federal Executive Institute and to be located at Charlottesville, Virginia in collaboration with the University of Virginia.

This new training enterprise is a part of our joint effort to improve the quality of Government for the American people. I ask you and your associates to support this new program fully and enthusiastically. Its successful operation can be assured by the assignment of your most talented and promising people to the programs it will offer.

Office of the White House Press Secretary

THE WHITE HOUSE

President Johnson announced today the establishment of a center for advanced study for top civil service executives at Charlottesville, Virginia. The new center, designated the Federal Executive Institute, will be open next October at Charlottesville in collaboration with the University of Virginia.

The program at the Institute will be conducted by the Civil Service Commission which was directed last year by the President to establish such a center as a part of a general improvement in training programs for Federal employees.

The Institute will offer top career level executives intensive courses designed to bring greater effectiveness to the administration of Government programs. Studies at the Institute will focus primarily on three areas of vital importance:

- the major problems facing our society and the nature of the government's response to those problems;
- ways of maximizing Government organizations to increase the effectiveness of programs;
- ways in which administration of Federal programs can be improved.

The Institute will be established within authorities already granted by the Congress through the Government Employees Training Act of 1958. Operating costs will be shared by the departments and agencies using the Institute. It will supplement training programs now established for Federal employees and will be directed largely at those employees in the top three levels (GS-16 and above, or equivalent) of the Civil Service.

Once the Federal Executive Institute is in full operation, it will accommodate sixty persons in an eight-week class with at least five classes to be held each fiscal year. Federal departments and agencies will be encouraged to assign only their ablest people -- those who will benefit most from this program of training, and who can be expected to make the greatest contribution to Government in the years ahead.

The Institute, under the leadership of the Chairman of the Civil Service Commission, and an advisory board, will call upon leaders in the academic community, in Government, and in private enterprise to assist in providing top career executives the best training possible.

The location of the Institute at Charlottesville will permit close and constructive relationship with the administration, students and faculty of the University of Virginia. Discussions are underway with President Edgar F. Shannon, Jr. of the University about the long range plans for the Institute and its relation to the University. Initially, the Institute will be housed in temporary leased quarters a short distance from the University campus.